

# **SUPERVISOR OF VOCATIONAL INSTRUCTION**

## **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** December 16 - 18, 2002

**Collective Bargaining Identification:** S03

**Job Analysis Conducted By:** Connie Arjil, Staff Services Manager I  
Personnel Examining Section

**Number of Incumbents:** There are 51 incumbents in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated 10/31/02.

### **Names of the Subject Matter Expert(s) and their background:**

#### **MARYLYN BARNETT, SUPERVISOR OF CORRECTIONAL EDUCATION PROGRAMS, MULE CREEK STATE PRISON**

Marylyn Barnett has worked for the Department of Corrections for five years as a Supervisor of Correctional Education Programs. She has been with the Department of Corrections for over 15 years in this field.

#### **ROBERT PORTER, SUPERVISOR OF CORRECTIONAL EDUCATION PROGRAMS, CALIFORNIA INSTITUTION FOR MEN**

Robert Porter has worked for the Department of Corrections as a Supervisor of Correctional Education Programs for nine years. He has been with the Department of Corrections for over 11 years in this field.

#### **BILL SIMON, SUPERVISOR OF VOCATIONAL INSTRUCTION, SALINAS VALLEY STATE PRISON**

Bill Simon has worked for the Department of Corrections as a Supervisor of Vocational Instruction for six years. He has worked for the Department of Corrections for 16 years.

#### **ANTHONY A. VARIZ, SUPERVISOR OF VOCATIONAL INSTRUCTION, CALIPATRIA STATE PRISON**

Anthony A. Variz has worked for the Department of Corrections as a Supervisor of Vocational Instruction for six years. He has worked for the Department of Corrections for over 17 years.

## **SUPERVISOR OF VOCATIONAL INSTRUCTION INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Specification
- California Department of Corrections (CDC) Duty Statement

Other sources were viewed for information (e.g. CDC Personnel Operations, Personnel Examining History File and other State civil service websites); however, the information was not relevant to the job analysis and therefore not included.